.CSV Template and Instructions

Template for Samples:
Template_sample.xls

Template for Samples:
Template_result.xls

The CSV (comma delimited) templates have been created to facilitate electronic reporting by laboratories that are certified to analyze microbiological, inorganic and organic chemical, physical and radiological contaminants for public drinking systems in the Commonwealth of Virginia. The templates provide the format and required fields to successfully upload the analytical data into the Lab to State 2.0 web portal. The Office of Drinking Water highly encourages private laboratories to participate in the electronic reporting program to ensure that analytical results are entered into the Office of Drinking Water's database accurately and expeditiously. Any laboratory not participating that would like to participate in this program will need internet access, Microsoft Excel '97' or higher on a computer, and the excel spreadsheets provided.

Two template spreadsheets are provided, and are sufficient to transmit all bacteriological or chemical results; **sample.xls** and **result.xls**. Both templates need to be used for a result to be submitted correctly into the Office of Drinking Water database. Sample.xls provides important information that identifies the sample and lab techniques used; result.xls provides the analytical result. The spreadsheets contain hints which are visible when the cursor (pointer) is placed over the field, and additional instructions for the templates are provided below.

There are several codes and data fields that are provided from the Office of Drinking Water in two files:

MonitoringSchedule.csv

A schedule of waterworks and their monitoring requirements for the upcoming quarter. This file will be distributed to EDE participating laboratories via electronic mail by the 10th of March, June, September and December. EDE laboratories are encouraged to integrate this data into their LIMS, for systems for which they are authorized to report results.

AnalyteCodeGroups.csv

List of analytes and analyte codes grouped by category and classification codes. The category and classification codes match those provided on the MonitoringSchedule.csv.

The template_sample.xls and template_result.xls instructions below note when a required data element can be found in the files listed above.

The structure of the data submitted on the spreadsheets should meet the following guidelines:

Template_sample.xls

Structure Set Name – For the file sample.xls, always enter "**sample**." No capitalizations. The word "sample" enables Lab to State 2.0 to recognize the type of data being submitted, and process it correctly.

Certifying Agency – This identifies the entity that certifies the lab. Labs certified in the state of Virginia by the Division of Consolidated Laboratory Services (DCLS), the laboratory certifying agency, will enter "**STATE**." STATE is entered in ALL CAPS.

Lab ID - This is the identification number issued to the laboratory by DCLS. A listing of these laboratories and their identification numbers can be found on the Division of Consolidated Laboratory Services– Approved Laboratories list.

Sample ID - Alphanumeric text that identifies the sample. The Sample ID value must be unique throughout the calendar year. Laboratories wishing to use the same Sample ID monthly should append the sample date to the Sample ID. EXAMPLE: If the preferred ID is "001", use "001_mmddyy" with "mm" being the month of the sample, "dd" being the day, and "yy" being the year.

PWSID - The valid Public Water System ID Number provided by the water system. (MonitoringSchedule.csv)

Sample Category – Identifies the sample as either Total Coliform "**TC**", Lead and Copper "**PB**" or General "**GE**." (MonitoringSchedule.csv and AnalyteCodeGroups.csv)

Classification Code – For a Bacteriological sample, this will be "**TC**" or "**MPN**." If "TC" was entered for Sample Category, then this will be "TC". (MonitoringSchedule.csv and AnalyteCodeGroups.csv)

Sample Type – Indicates whether sample is taken for routine purposes or repeat. For sample type; choose from RT, RP, SP, ST. (MonitoringSchedule.csv)

RT-(routine) collected at distribution or entry point location
RP-(repeat) verification sample after positive total coliform result
SP-(special) raw/untreated water or investigation sample
ST-(split) quality assurance sample

Compliance Indicator – Enter a "Y" or "N" to indicate whether the sample is for compliance or not. (MonitoringSchedule.csv)

Facility ID – Number that uniquely identifies a Water System Facility (Treatment facility, well, distribution center) within a Water System. (MonitoringSchedule.csv)

Sampling Point – Found with the Water System Facility ID, this alphanumeric number uniquely identifies a sampling point within a water system where the sample is drawn. (MonitoringSchedule.csv)

Sample Location - Provided by the sampler, this typically identifies an address or description of the location where sample was collected, i.e. "Kitchen Sink." (MonitoringSchedule.csv)

Collect Date - The date the sample was collected in mm/dd/yyyy format.

Collect Time - The time the sample was collected in 24 hour format, with colon "(:)" omitted. This will be in the format hhmmss. Example, 9:35am will be entered as 093500.

Receive Date - The date the sample was received by the submitting lab in mm/dd/yyyy format.

Sampler Name - The name of the person who collected the sample.

CL2 - The field chlorine residual value of the analysis in mg/l. If the waterworks analyzes the chlorine residual, the lab should enter the data from the history sheet. This chlorine residual should be the result from the field, not from the lab. Both "Free Chlorine Residual" and "Total Chlorine Residual" can be entered into this field.

Permitted values are:
- Actual Numeric Value
- Not Analyzed---------->Leave Blank
- Not Detected---------->Enter 0.0

Reject - Valid entries are shown below. If a sample is rejected, results should not be provided on the template_result.xls. The allowed selections are as follows:

BP Invalid Sample Point
BR Breakage
CL Chlorine Present
EH Exceeded 30 Hour Holding Time
FZ Sample Frozen
HS Excess headspace
IN Insufficient Sample Information
IP Invalid Sampling Protocol
LA Lab Accident
LT Leaked in transit
VO Insufficient volume

PB Type Code – Will always be '**FSD**' for Lead and Copper Samples. (MonitoringSchedule.csv)

Original Sample Certifying Agency (Repeat Samples ONLY) – Original Entity that certified the lab, "STATE" or "FEDERAL". In most cases, "STATE."

Original Sample Lab ID (Repeat Samples ONLY) – The original, unique 5-digit certification ID number for the lab which analyzed the original sample.

Original Sample Sample ID (Repeat Samples ONLY) – The original, unique lab sample reference number of the original sample.

Once spreadsheet is completed, use the following procedure:

1. **DELETE THE FIRST ROW CONTAINING COLUMN HEADER NAMES.**
2. **SAVE THE FILE USING THE FOLLOWING FORMAT:**

NAME:

Lab Certification ID_BeginDate(yymmdd)_EndDate(yymmdd)_sample
Example: 00900_051107_051111_sample

FILE TYPE:

CSV (COMMA DELIMITED) *.csv

Template_result.xls

Structure Set Name – For the file sample.xls, always enter "**result**." No capitalizations. The word "result" enables Lab to State 2.0 to recognize the type of data being submitted, and process it correctly.

Certifying Agency – This must be the same information as entered in the Template_sample file, and can be cut and pasted into the Template_result.

Lab ID - This must be the same information as entered in the Template_sample file, and can be cut and pasted into the Template_result.

Sample ID - This must be the same information as entered in the Template_sample file, and can be cut and pasted into the Template_result.

PWSID - This must be the same information as entered in the Template_sample file, and can be cut and pasted into the Template_result. (MonitoringSchedule.csv)

Analyte Code – The Analyte code for the result to be assessed. (AnalyteCodeGroups.csv)

Std_Meth - The EPA approved analytical method used to analyze the sample.

State Notification Date – The date that the state will receive the analytical result. Enter date in mm/dd/yyyy format.

Data Quality – Indicates whether the analytical result meets the established data criteria: Accepted = A, or Rejected = R.

Microbe Presence Indicator (TC or MPN ONLY) – Use this field ONLY for result data involving bacteriological samples. Presence / Absence Indicator: P indicates that the microbial result is positive, while A indicates a negative result.

Count (MPN ONLY) – Use this field ONLY for result data involving MPN samples. A value greater than 0 indicates a positive microbiological result.

Count Volume (MPN ONLY) – Use this field ONLY for result data involving MPN samples. Units of measure associated with microbiological result count.

Count Type (MPN ONLY) – Use this field ONLY for result data involving MPN samples. Type of Microbiological unit that is being counted (enter MPN if using this method.)

Less Than Indicator (GE or PB ONLY) – When set to "Y" this indicates that the analytical result is less than the Lab Reporting Level (supplied by the lab) or the Federal Minimum Detection Limit. Typically set to "Y" for a non-detect result.

Less Than Code (GE or PB ONLY) – Enter “MRL” if lab is using the laboratory reporting level, or “MDL” if using the Federal minimum detection limit. If reporting "MRL" then the "Detection Level" and "Detection level unit measure" fields must be entered.

Detection Level (GE or PB ONLY) – If the laboratory chooses to provide the detection level, and “MRL” has been entered for ‘Less Than Code’, then the labs’ reporting level is entered here.

Detection Unit Measure (GE or PB ONLY) – If the laboratory chooses to provide the detection level, and “MRL” has been entered for ‘Less Than Code’, then the labs’ reporting level unit of measure is entered here.

Concentration (GE or PB ONLY) – If detected, (and “N” was chosen for the ‘Less Than Indicator’ field) this is the concentration value of the result reported as a number.

Concentration Unit Measure (GE or PB ONLY) – Unit of measure associated with the concentration value.

Once spreadsheet is completed, use the following procedure:

1. **DELETE THE FIRST ROW CONTAINING COLUMN HEADER NAMES.**
2. **SAVE THE FILE USING THE FOLLOWING FORMAT:**

NAME:

Lab Certification ID_BeginDate(yymmdd)_EndDate(yymmdd)_result
Example: 00090_051107_051111_result

FILE TYPE:

CSV (COMMA DELIMITED) *.csv